



South Sudan Program

JOB OPPORTUNITY – EDUCATION OFFICER

Catholic Relief Services (CRS) is the overseas relief and development agency arm of the United States Conference of Catholic Bishops. It was founded 1943 and works in over 100 countries globally. CRS has worked in Southern Sudan since 1989, supporting and implementing initiatives in Emergency Response, Peace-building, Agriculture, Health, Education, and Income Generation. CRS' work reflects and expresses the principles of Catholic Social Teaching however CRS assists persons on the basis of need, not race, creed, or nationality. Catholic Relief Services South Sudan Program wishes to recruit highly competent, proactive and self-driven person (**South Sudanese National only**) to fill the position of **Education Project Officer** to be based in **Juba**.

PURPOSE OF THE POSITION:

The main responsibility of the Education Project Officer is to support the overall coordination and implementation of education interventions. The Education Project Officer will work very closely with key personnel within the structure of the dioceses and other partners to implement designed capacity building interventions to enhance delivery of quality education.

KEY RESPONSIBILITIES

Management

- Manage education project activities in coordination with partners and school administration
- Visit on-going project activities for the purposes of monitoring and evaluation as needed
- Monitor project finances to ensure funds are being used according to the approved budget and project objectives
- Ensure assigned project activities are implemented as proposed and are meeting targeted objectives
- Support the review of project finance reports and request for payments or advances as per agreements
- Track and document project performance
- Prepare project progress reports
- Oversee the project close-out activities

Development

- Coordinate and manage capacity building initiatives for project stakeholders and partners
- Conduct field surveys/assessments with counterparts to determine needs and for procurement of baseline data
- In coordination with the school administrations, support teachers in schemes of work preparation, lesson plans, lesson presentation and teaching methodology and facilitate the formation of peer support groups and maintain mentoring record of teachers.
- In coordination with school administrations, observe lesson presentations and provide feedback and recommendations to teachers for improvement through interactive methods.
- In coordination with the school administration support schools to maintain records of materials resources (text books, furniture and other scholastic materials) provided.
- In coordination with the Sacred Heart Sisters, support the implementation of the Pilot Early Childhood Development(ECD) project.
- Train and mentor Parent Teacher Association (PTAs).

MEAL competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Evaluation:** Facilitates the use of evaluation and review results with partners and other stakeholders to inform decision making and to identify lessons learned and promising practices
- **Accountability:** actively seeks and responds to feedback from all members of targeted communities and other stakeholders
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders
- **Adaptive and Critical Thinking:** Makes informed decisions based on: key findings, trends, comparisons between sub-groups, and by making explicit important assumptions

MINIMUM QUALIFICATION/EXPERIENCE

- Bachelor's degree in Education or related field
- A minimum of three years' experience in program design, implementation, monitoring and evaluation
- Experience working with communities at the grass root level
- Excellent written and oral communication skills
- English writing skills.
- Excellent interpersonal, problem-solving and diplomatic skills
- Strong organizational skills and ability to manage multiple tasks simultaneously
- Proficient in the use of MS Office programs
- Flexibility, resourcefulness and initiative required
- Knowledge and exposure to southern Sudan education sector strongly preferred
- Ability to work in a team and support concurrent projects/assignments.

Application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Tuesday, 14th February, 2017**. Only short-listed candidates will be contacted.

Address your Application letter and CV to:

Human Resources Manager
Catholic Relief Services –
Southern Sudan program, Juba Office

OR by E-mail to: jobapps@crssudan.org

CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.